

# **AGENDA**

## **CHISHOLM CREEK UTILITY AUTHORITY**

**December 14<sup>th</sup>, 2023**

**Park City Administration Building, Training Room, 1941 E 61st St N, at 4:30 PM**

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approve Minutes
5. Public Forum
6. Reports
  - a. Commissioner Reports
  - b. Utility Manager Report
  - c. Wastewater Treatment Plant Performance
  - d. Water Treatment Plant Performance
  - e. Attorney Report
  - f. Treasurer Report
    - i. Appropriations
    - ii. Financial Reports
7. Unfinished Business
  - a. Consider Wilson Proposals for upgrade.
  - b. Review Contract from Sargent Drilling for Well Maintenance.
  - c. Consider personnel policy changes.
8. New Business
  - a. Consider cost of living adjustment for CCUA employees.
  - b. Approve Water right conservation program applications for file no. 1746 and 23449. Direct Board Chair to sign.
  - c. Annual Meeting (after municipal elections and appointments):
    - i. Remarks of Outgoing Commissioners If Any
    - ii. Receive Commissioner and Alternate Appointments
    - iii. Elect Officers
    - iv. Annual Asset Inventory Report
    - v. Appoint Freedom of Information Officer and Records Custodian for KORA
    - vi. Designate Commissioners to Sign Checks and Authorize Transfers from the Accounts Held by Chisholm Trail State Bank

- vii. Designate Persons Authorized to Request Disbursements from Accounts Held by Bank of New York Mellon and Approve Incumbency Certificate
- viii. Designate Persons Authorized to Sign Service Agreements, Trust and Custodial Agreements, Implementation Documents, and Any Other Documents necessary for the Administration and Recordkeeping of the CCUA KPERS 457 Plan:  
KPERS457 – Chisholm Creek Utility Authority
- ix. Direct Chairman to Sign Health Insurance HIPAA Designation Form as Plan Sponsor Representative
- x. Change of Meeting Place/Day/Time for Next Year? Avoid Thanksgiving (and Christmas)?

- 9. Executive Session
  - a. Utility Manager Annual Review
- 10. Adjournment

**Minutes**  
**CHISHOLM CREEK UTILITY AUTHORITY**  
**November 9<sup>th</sup>, 2023**

**Park City Administration Building, Training Room, 1941 E 61st St N, at 4:30 PM**

1. Call to Order
  - a. Brandi Baily calls the meeting to order at 4:30 PM.
2. Roll Call
  - a. Brandi Baily calls roll, members present are Brandi Baily, Emily Hamburg, Justin Smith, Greg Davied, John Lehnherr, and Jack Whitson. Others present are Anthony Kientz, Marie Vergara, and John Annen with CCUA, and Maria Schrock with Bel Aire.
3. Adopt Agenda
  - a. John Lehnherr motions to adopt the agenda as presented. Jack Whitson seconds the motion, motion passes 6-0.
4. Approve Minutes of October 26<sup>th</sup> Meeting.
  - a. John Lehnherr motions to approve the minutes of the October 26<sup>th</sup> meeting. Justin Smith seconds the motion, motion passes 6-0.
5. Public Forum
  - a. None.
6. Reports
  - a. Commissioner Reports
    - i. Justin Smith reports that Bel Aire contacted KDHE and received a letter from KDHE in response. The letter was read out loud and will be attached to these minutes.
  - b. Utility Manager Report
    - i. Anthony Kientz reviews information in the meeting packet with the board.

- ii. Anthony Kientz also reports the following:
    - 1. CCUA began winter maintenance at the Water Treatment Plant.
    - 2. KDHE inspection for the Water Treatment Plant will be on Nov 30<sup>th</sup>.
    - 3. Painters finished in the basement of the Water Treatment Plant.
- c. Wastewater Treatment Plant Performance
  - i. Anthony Kientz reviews the wastewater treatment plant performance report with the board.
  - ii. Anthony Kientz also reports that the influent sample that was collected on the 8<sup>th</sup> of November, was bright green in color. However, it did not seem to upset the plant.
- d. Water Treatment Plant Performance
  - i. Anthony Kientz reviews the water treatment plant performance report with the board.
- e. Attorney Report
  - i. None.
- f. Treasurer Report
  - i. Appropriations
  - ii. Financial Reports
    - 1. None.
- 7. Unfinished Business
  - a. Select Well Maintenance contractor.
    - i. John Lehnherr motions to enter negotiations with Sargent Drilling for the well maintenance contract with an out clause, the contract needs to be reviewed by our attorney and brought

back to the board. Greg Davied seconds the motion, motion passes 6-0.

b. Consider changes to the personnel policy.

i. Brandi Baily motions to table this until the next meeting. Jack Whitson seconds the motion, motion passes 6-0.

8. Executive Session

a. Emily Hamburg motions for a 15-minute executive session for attorney client privilege and invite the CCUA Attorney. Greg Davied seconds the motion, motion passes 6-0.

b. The meeting resumes at 5:32 PM.

c. Greg Davied motions to direct the Utility Manager to ask Wilson & Co. for an updated cost estimate on a minimal upgrade that would bring the plant into compliance. Emily Hamburg seconds the motion, motion passes 6-0.

9. Adjournment

a. John Lehnherr motions to adjourn the meeting. Justin Smith seconds the motion, motion passes 6-0.

b. The meeting is adjourned at 5:34 PM.

Minutes by Anthony Kientz.

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Brandi Baily  
Board Chairwoman

## Utility Manager Report

### Chisholm Creek Utility Authority Board Meeting

December 14<sup>th</sup>, 2023

#### Water Treatment Plant:

1. Bel Aire received 17,437,000 gallons of drinking water from CCUA this November and has averaged 443,750 gallons per day in the first weeks of December. Park City received 15,640,000 gallons of drinking water from CCUA in November and has averaged 559,000 gallons per day for the first weeks of December.
2. Black and Veach started sampling monitoring wells in the area for the EPA on the 13<sup>th</sup> of November. This is part of the 57<sup>th</sup> and Broadway remediation project. I spoke with Isabella from the EPA, and she let me know that she will be my point of contact for this project going forward.
3. Blake with Micro-Comm stopped by the plant on the 27<sup>th</sup> of November because he needed to verify a few measurements for the new PLC panel. He also told me that they are nearly finished with all the well panels, and they plan on beginning installation of the well panels soon.
4. Our inspection for the Water Treatment System was on the 30<sup>th</sup> of November. Amanda Smyth was the inspector and she found one discrepancy that we fixed immediately. The discrepancy was that Layne had left a 2-inch opening on Bel Aire Well #7 after they pulled it, this is a problem because a small animal could get into that opening. The fix was simple, we just used the proper sized cover for the well hole. Amanda will have the full report to us in the next week or so, and I hope to have it at the meeting for anyone to review.
5. Brendon finished spraying out the bottom of the North Clarifier on the 4<sup>th</sup> of December. I hope to have the winter maintenance completed on the North Clarifier before the end of the year.

#### Wells:

1. The total wellfield percent remaining is as follows:
  - a. Park City wells: 30.65%
  - b. Bel Aire wells: 27.40%
  - c. CCUA wells: 45.27%

#### Distribution System:

1. One of the valves in the Bel Aire master meter vault has been having a hard time closing, so we isolated it and plan to rebuild it as soon as possible. The vault has two remote control valves that we can use, and during the winter we typically only need to use one.

#### Wastewater Treatment Plant:

1. CCUA treated an estimated total of 16,507,300 gallons of wastewater for the city of Bel Aire in the month of November, for an average of 550,243 gallons per day.

2. CCUA treated a total of 24,950,700 gallons of wastewater for the city of Park City in the month of November, for an average of 831,690 gallons per day.
3. KoneCranes started work on the jib crane at SBR 3 on October 30<sup>th</sup>, but they had to stop because they ordered the wrong parts. I am still unsure if this will affect our quoted price for the repairs. The motor that they ordered was obviously too big, and I am not sure how long it will take to get the correct motor. Since then, we have had two different techs out to look at the crane and we can't tell that they accomplished anything. This crane has been down since May, and I have nearly lost all confidence in KoneCranes to keep our cranes operational. So, I plan to look at alternative companies for Jib Crane Maintenance in 2024.
4. Cummins started our annual generator maintenance on the 13<sup>th</sup> of November. The only repairs that were required were to the larger generator, it needed a new control board assembly and switch panel.
5. On the 14<sup>th</sup> of November we had a VFD fail on SBR 1. I replaced the VFD with the freshly refurbished one from Eaton, but it was still showing a communication fault. I got tired of messing with that, so I decided to install my own bypass contactor. We kept the old contactors from before we converted them to VFDs, so I installed that inside the VFD panel. The only real modification needed was the control voltage going to the contactor, it needs to have 120V to work, but the VFD only had 24V. I was able to disconnect the 24v at the PLC relay, and have it switch 120V instead. We also replaced the 125-amp breaker in the circuit, because it had a few phantom trips over the last few weeks, that is a sign it was getting weak.
6. Nick Willis and two of his colleagues visited the plant on the 21<sup>st</sup> of November. This visit was set up after Marie and I attended a class Nick presented on Biological Nutrient Removal. Nick Works with the WSU Environmental Finance Center, and he offered to come give us some recommendations to optimize the wastewater plant for BNR. We started implementing some of his recommendations the next day, others would require the programming to be adjusted. The most notable change is the dropping of our DO setpoint, this should help the DO dissipate faster once the air is off and it should help with nitrogen removal. We will be keeping a close eye on our ammonia numbers to make sure we are still getting sufficient removal.
7. SBR 1 motive pump failed to run on the 1<sup>st</sup> of December. The contactor was buzzing loudly when Brendon and I went to investigate, so we shut it down and disassembled the contactor. We found the contacts in pretty bad shape and decided to replace them, but by the time we were done the reactor was in settle, and we could not test it. That was a Friday, and that night it started alarming again, so I went in to try and fix it on Saturday. I discovered that the screws for the coil core had come loose and corrected that. It is still buzzing, but it is stable now. We have a replacement on order.

#### Collection System:

1. The Bel Aire Mid-Point failed on the 9<sup>th</sup> of November. The force main pressure was showing 0 PSI and occasionally it would shoot up to 106 PSI. After troubleshooting the issue, I determined that the pressure transducer was the issue. This has been replaced 4 times since it was put in operation back in 2018, and it is a very dangerous procedure. We have to use a winch and lower a person down into a manhole that is very small with multiple fragile components that could easily break off of the force main. If that were to happen the manhole would fill up with sewage

quickly. In the future I would like to see this manhole replaced with a proper meter vault that has room to work.

Other:

1. I sent out 8 interview requests for the operator job, and only 3 people showed up for interviews. Of those three only 1 had relevant job experience, so I offered the job to him, but he never got back with me. I then offered it to the next best candidate, and he also never got back with me.
2. Marie Vergara took her ABC Laboratory Certification test on the 17<sup>th</sup>.
3. The graduation for my Certified Public Management class was on the 1<sup>st</sup> of December, I was unable to attend since we are short staffed.
4. Significant Purchase Orders since the last meeting:

a.	PO 6678	Grainger	\$6,125.08	11/14/2023
	Eaton DG1 Drive for SBR 1			
b.	PO 6679	USABlueBook	\$1,489.45	11/14/2023
	Brushes, gloves, CL17 reagents, Blower filters, eyewash bottles			
c.	PO 6680	Layne Christensen Company	\$7,275.00	11/14/2023
	Well 7 Repairs			
d.	PO 6681	Cummins Sales & Service	\$4,021.85	11/16/2023
	Generator Repairs			
e.	PO 6682	JCI Industries	\$1,221.00	11/17/2023
	Watson Marlow Pump Heads			
f.	PO 6689	Grainger	\$2,312.14	11/29/2023
	Pallet Rack, electric heater, cordless tool combo kit			
g.	PO 6690	Connectwise	\$4,792.83	12/4/2023
	SIEM and SOC Network monitoring renewal			
h.	PO 6691	TEAM Electric	\$3,982.63	12/4/2023
	125-amp Breaker, 15-amp Breaker, Motor Starter size 3, Contact kit size 3			

By Anthony Kientz



## Wastewater Treatment Plant Performance Report

### Influent Sample Results October and November 2023

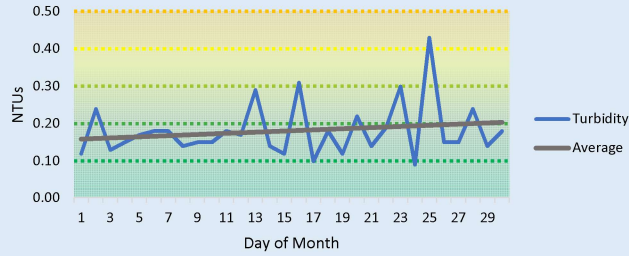
Date Collected	BOD Concentration in mg/l Design parameter 239	Pounds of BOD Design parameter 4305	TSS Concentration in mg/l Design parameter 239	Pounds of TSS Design parameter 4305
10/4/2023	241	2124	152	1339
10/11/2023	312	3171	133	1352
10/18/2023	268	2498	542	5053
10/25/2023	263	2553	157	1524
11/1/2023	243	2460	189	1913
11/8/2023	234	2215	179	1694
11/15/2023	257	2325	172	1556
11/21/2023	186	2550	169	2317

### Effluent Sample Results October and November 2023

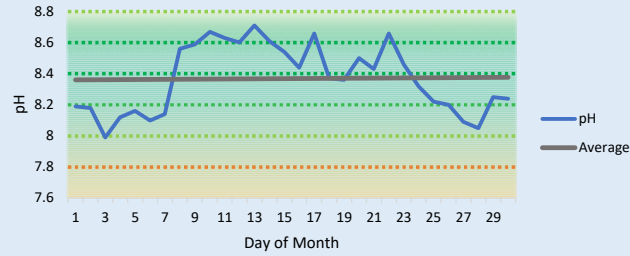
Date Collected	BOD Concentration in mg/l	BOD Permit Limit	TSS Concentration in mg/l	TSS Permit Limit	Nitrogen, Ammonia in mg/l	Nitrogen Ammonia Permit Limit
10/4/2023	6.00	Weekly: 40.0 Monthly: 25.0	10.00	Weekly: 45.0 Monthly: 30.0	0.10	Daily Max: 7.2 Monthly: 1.6
10/11/2023	13.30		30.90		0.10	
10/18/2023	6.90		7.50		0.25	
10/25/2023	10.50		16.80		0.20	
11/1/2023	7.40		10.10		0.20	
11/8/2023	7.50		12.50		0.25	
11/15/2023	14.9		12.2		0.25	
11/21/2023	22.4		34.5		2.23	
Monthly Average	9.50		16.81		0.19	

# November 2023 Finished Water

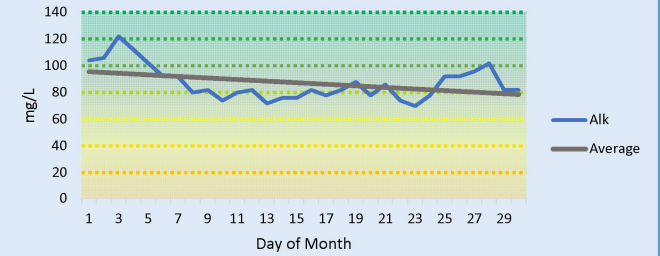
Turbidity  
Goal = <0.1



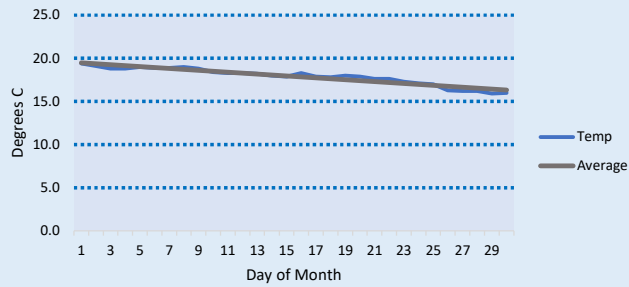
pH  
Goal = 8.5



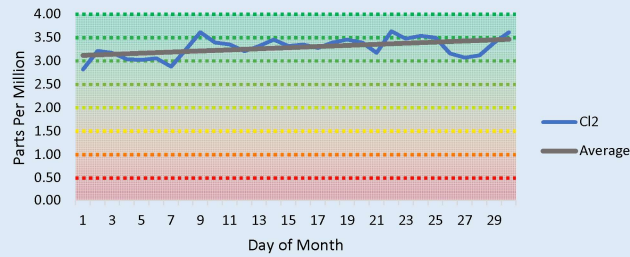
Alkalinity  
Goal = 100 mg/L CaCO3



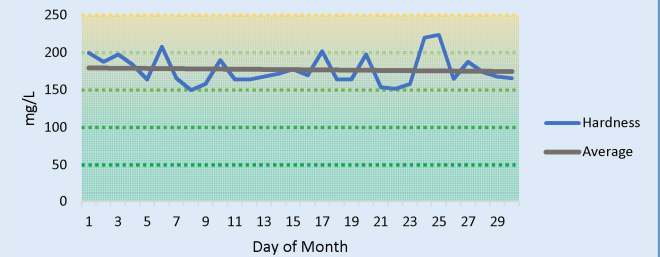
Temperature



Finished Water Chlorine  
Goal = 3.4 ppm



Hardness  
Goal = <160 mg/L CaCO3



**CHISHOLM CREEK UTILITY AUTHORITY**  
**NOVEMBER, 2023 DISBURSEMENT SUMMARY**

VENDOR NAME	REFERENCE	AMOUNT	WATER	SEWER
Airgas	Carbon Dioxide	\$ 2,471.43	\$ 2,471.43	\$ -
AutoZone	14' Tie Down Straps	\$ 44.99	\$ 22.49	\$ 22.50
Blue Cross	1 Month of Premiums	\$ 4,146.01	\$ 2,073.01	\$ 2,073.00
BRC Bearing Co	Single Row Ball Bearings	\$ 132.87	\$ -	\$ 132.87
Cox Communications	Phone & Internet	\$ 329.80	\$ 164.90	\$ 164.90
CW Mowing	Weed Control	\$ 1,000.00	\$ 500.00	\$ 500.00
Evergy	Utilities	\$ 34,340.97	\$ 15,346.42	\$ 18,994.55
Fisher Scientific	Heavy Glass Desiccator & Plate, High Temp Paint Marker	\$ 468.16	\$ -	\$ 468.16
	Cordless Screwdriver, Gloves, Pinp Ins 90, Tee, Jacket, 3/4 HP Motor, Pipe Insulation, Tape Coin Batteries, Water Tight Lighting-3, Filter Cartridges, Oil/Air Filters, Pressure Reducing Valve	\$ 2,317.72	\$ 1,825.29	\$ 492.43
Grainger	Off Road Fuel	\$ 539.31	\$ 269.65	\$ 269.66
Hampel Oil	Grit Sanil Bait, Maintenance Parts	\$ 13,059.01		\$ 13,059.01
Hydro Intrernational	Utilities	\$ 160.76	\$ 80.38	\$ 80.38
Kansas Gas Service	Locates	\$ 38.40	\$ 19.20	\$ 19.20
Kansas One Call	Bookkeeping	\$ 705.00	\$ 352.50	\$ 352.50
LK Accounting	6" Ultra Mag Meter McCrometer	\$ 4,541.57	\$ 2,270.79	\$ 2,270.78
McCrometer, Inc	Wastewater Lab Testing-Golf Course	\$ 70.00	\$ -	\$ 70.00
Meridian Analytical	Quicklime	\$ 9,104.78	\$ 9,104.78	\$ -
Mississippi Lime	Sludge Testing	\$ 1,220.00	\$ -	\$ 1,220.00
Pace Analytical	Payroll Direct Deposit Fees	\$ 14.00	\$ 7.00	\$ 7.00
Quick Books	Fuel	\$ 482.52	\$ 241.26	\$ 241.26
QuikTrip	Bank Fees October	\$ 16.70	\$ 8.35	\$ 8.35
Stryv	Phone Service	\$ 274.75	\$ 137.37	\$ 137.38
T-Mobile	Lab Supplies, Settleometer, Carrier, Grease, Utility Carrier, High Temp Grease, Desiccant, Wipes, MonoChlor, PH Electrode Shipping, Brushes, Gloves, Reagents, Air Filters for Blowers-10, Gloves	\$ 2,378.43	\$ 686.29	\$ 1,692.14
USA Bluebook	Windshield Washer Fluid, Paper Towels, Muriatic Acid, Soap, Batteries, Tools, Scrapers, Connectors, Ext Poles	\$ 257.70	\$ 128.85	\$ 128.85
Valley Center True Value	Laser Printer, Toner, Antimaleware, Vergera certification Renewal, Jumper Cables, Going Away Lunch for Brown, Hoodies & Coat for Employees,	\$ 2,644.55	\$ 1,428.28	\$ 1,216.27
VISA	Trash	\$ 443.25	\$ 221.63	\$ 221.62
Waste Connections	Land Payment	\$ 1,126.00	\$ 563.00	\$ 563.00
Williams Land Payment	Two Pay Periods	\$ 12,577.68	\$ 6,666.17	\$ 5,911.51
Payroll, Net Earnings	Medicare, FICA, KPERS	\$ 9,156.02	\$ 4,852.69	\$ 4,303.33
Payroll Taxes & Benefits	Total	\$ 104,062.38	\$ 49,441.73	\$ 54,620.65
PK Industrial	Painting in WTP Basement	\$ 91,050.00	\$ -	\$ 91,050.00

**CHISHOLM CREEK UTILITY AUTHORITY  
DISBURSEMENT REQUEST (O&M)**

**REQUEST DATE: December 5, 2023**

<b>VENDOR NAME</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
Airgas	Carbon Dioxide	\$ 2,471.43
AutoZone	14' Tie Down Straps	\$ 44.99
Blue Cross	1 Month of Premiums	\$ 4,146.01
BRC Bearing Co	Single Row Ball Bearings	\$ 132.87
Cox Communications	Phone & Internet	\$ 329.80
CW Mowing	Weed Control	\$ 1,000.00
Evergy	Utilities	\$ 34,340.97
Fisher Scientific	Heavy Glass Desiccator & Plate, High Temp P;	\$ 468.16
	Cordless Screwdriver, Gloves, Pinp Ins 90,	
	Tee, Jacket, 3/4 HP Motor, Pipe Insulation,	
	Tape Coin Batteries, Water Tight Lighting-3,	
	Filter Cartridges, Oil/Air Filters, Pressure	
Grainger	Reducing Valve	\$ 2,317.72
Hampel Oil	Off Road Fuel	\$ 539.31
Hydro Intrernational	Grit Sanil Bait, Maintenance Parts	\$ 13,059.01
Kansas Gas Service	Utilities	\$ 160.76
Kansas One Call	Locates	\$ 38.40
LK Accounting	Bookkeeping	\$ 705.00
McCrometer, Inc	6" Ultra Mag Meter McCrometer	\$ 4,541.57
Meridian Analytical	Wastewater Lab Testing-Golf Course	\$ 70.00
Mississippi Lime	Quicklime	\$ 9,104.78
Pace Analytical	Sludge Testing	\$ 1,220.00
Quick Books	Payroll Direct Deposit Fees	\$ 14.00
QuikTrip	Fuel	\$ 482.52
Stryv	Bank Fees October	\$ 16.70
T-Mobile	Phone Service	\$ 274.75
	Lab Supplies, Settleometer, Carrier, Grease,	
	Utility Carrier, High Temp Grease, Desiccant,	
	Wipes, MonoChlor, PH Electrode Shipping,	
	Brushes, Gloves, Reagents, Air Filters for	
USA Bluebook	Blowers-10, Gloves	\$ 2,378.43
	Windshield Washer Fluid, Paper Towels,	
	Muriatic Acid, Soap, Batteries, Tools,	
Valley Center True Value	Scrapers, Connectors, Ext Poles	\$ 257.70
	Laser Printer, Toner, Antimalware, Vergera	
	certification Renewal, Jumper Cables, Going	
	Away Lunch for Brown, Hoodies & Coat for	
VISA	Employees,	\$ 2,644.55
Waste Connections	Trash	\$ 443.25
Williams Land Payment	Land Payment	\$ 1,126.00
Payroll, Net Earnings	Two Pay Periods	\$ 12,577.68
Payroll Taxes & Benefits	Medicare, FICA, KPERS	\$ 9,156.02
	Total	\$ 104,062.38
PK Industrial	Painting in WTP Basement	\$ 91,050.00

BANK OF NEW YORK ACCOUNT SUMMARIES

	Debt Svc 07 Fund Acct #852 #1008	Debt Svc 17 Fund Acct # 357 #1013	Debt Serv 12 Fund Acct # 066 #1015	O & M 12 Fund Acct #071 #1020	Debt Reserve 12 (& 15) Fund Acct #072 #1021	Replcmnt 12 Fund Acct #073 #1022	Debt Serv 15 Fund Acct #578 #1024
December, 2022	576,038.43	210,293.36	90,522.00	395,950.73	2,200,454.64	183,430.71	57,934.83
January, 2023							
Income	114,745.41	39,949.45	8,791.44	170,543.96	209.49	612.77	11,016.50
Expenses				223,478.86			
Ending Balance	690,783.84	250,242.81	99,313.44	343,015.83	2,200,664.13	184,043.48	68,951.33
February, 2023							
Income	115,252.06	40,128.75	8,843.95	242,952.49	224.03	655.43	11,065.90
Expenses				246,492.27			
Ending Balance	806,035.90	290,371.56	108,157.39	339,476.05	2,200,888.16	184,698.91	80,017.23
March, 2023							
Income	72,826.56	25,373.06	8,861.45	70,943.62	214.83	628.42	6,859.23
Expenses	96,468.75	236,025.00	11,046.88	138,606.33			25,087.50
Ending Balance	782,393.71	79,719.62	105,971.96	271,813.34	2,201,102.99	185,327.33	61,788.96
April, 2023							
Income	158,558.43	54,436.98	8,891.80	222,644.63	243.94	713.65	15,300.25
Expenses				117,239.55			
Ending Balance	940,952.14	134,156.60	114,863.76	377,218.42	2,201,346.93	186,040.98	77,089.21
May, 2023							
Income	116,278.81	39,719.50	8,931.86	69,408.73	246.29	720.51	11,103.27
Expenses				128,185.67			
Ending Balance	1,057,230.95	173,876.10	123,795.62	318,441.48	2,201,593.22	186,761.49	88,192.48
June, 2023							
Income	117,166.15	39,972.41	9,008.62	146,278.32	267.08	781.35	11,185.33
Expenses				146,431.37			
Ending Balance	1,174,397.10	213,848.51	132,804.24	318,288.43	2,201,860.30	187,542.84	99,377.81
July, 2023							
Income	117,510.07	40,127.72	9,034.14	173,344.31	261.86	766.06	11,229.35
Expenses				158,224.57			
Ending Balance	1,291,907.17	253,976.23	141,838.38	333,408.17	2,202,122.16	188,308.90	110,607.16
August, 2023							
Income	4,998.51	988.13	585.19	101,007.71	274.55	803.19	444.46
Expenses				203,179.66			
Ending Balance	1,296,905.68	254,964.36	142,423.57	231,236.22	2,202,396.71	189,112.09	111,051.62
September, 2023							
Income	90,427.73	30,845.52	628.70	181,267.60	285.35	834.81	9,166.60
Expenses	1,261,468.75	236,025.00	91,046.88	142,316.17			105,087.50
Ending Balance	125,864.66	49,784.88	52,005.39	270,187.65	2,202,682.06	189,946.90	15,130.72
October, 2023							
Income	112,973.17	39,480.71	8,572.07	184,632.96	278.30	814.09	11,158.74
Expenses				164,895.76			
Ending Balance	238,837.83	89,265.59	60,577.46	289,924.85	2,202,960.36	190,760.99	26,289.46

CHISHOLM CREEK UTILITY AUTHORITY  
OPERATIONS AND MAINTENANCE  
REVENUE/EXPENSE SUMMARY  
OCTOBER, 2023

<b>Chisholm Trail State Bank (CTSB)</b>	\$ 391,547.34		<b>Bank of New York (BNY) 1020</b>	\$ 270,187.65
W/WW O&M Transfer from BNY	\$ 164,895.76		Interest Income	
Reserve Income	\$ 2,000.00		Cities Income	\$ 184,632.96
Contingency Income	\$ 10,000.00			
Interest Income	\$ 3.87			
Scrap Sales	\$ 271.05			
Total Deposits	\$ 177,170.68		Total Deposits	\$ 184,632.96
Total Funds Available	\$ 568,718.02		Total Funds Available	\$ 454,820.61
Monthly Cleared Checks	\$ 224,688.78		Disbursements to CTSB	\$ 164,895.76
Bank Fees	\$ 16.70			
Total Expenses	\$ 224,705.48		Total Expenses	\$ 164,895.76
Ending Bank Balance	\$ 344,012.54		Ending Account Balance	\$ 289,924.85
Plus Wire Outstanding	\$ 215,826.98		Minus Wire Outstanding	\$ 215,826.98
Minus Checks Outstanding	\$ 8,433.45			\$ -
Ending Account Balance	\$ 551,406.07		Ending Account Balance	\$ 74,097.87

**Chisholm Trail State Bank (CTSB)**

Fund Breakdown

Reserve Balance	\$ 254,047.79
Capital Replacement Fund Balance	\$ 234,747.00
Water & Wastewater O&M Fund Bal.	\$ 62,611.28
<b>Account Total Balance</b>	<b>\$ 551,406.07</b>

**Water & Wastewater Fund by Bank**

BNY W/WW O&M	\$ 74,097.87
CTSB W/WW O&M	\$ 62,611.28
<b>Total Available W/WW O&amp;M</b>	<b>\$ 136,709.15</b>

<b>Chisholm Trail State Bank (CTSB)</b>	\$ 5,042.98
<b>FLEX Account</b>	
Deposits	
From CCUA	
Interest	\$ 3.00
Returns of Payouts	
Total Deposits	\$ 3.00
Total Funds Available	\$ 5,045.98
Monthly Cleared Checks	
Bank Fees	\$ 3.00
Total Expenses	\$ 3.00
Ending Bank Balance	\$ 5,042.98

Chisholm Creek Utility Authority  
Profit & Loss Budget Performance  
October through November 2023

	Oct - Nov 23	Jan - Nov 23	YTD Budget Target	Annual Budget
Ordinary Income/Expense				
Income				
4210 · O&M Revenue-Bel Aire Water	55,278.71	357,256.32	443,792.14	484,136.88
4220 · O&M Revenue-Bel Aire Sewer	34,676.58	322,482.10	484,213.07	528,232.44
4230 · O&M Rev-Park City Water	55,278.71	467,813.74	443,792.14	484,136.88
4240 · O&M Rev-Park City Sewer	36,398.96	439,575.76	546,025.26	595,663.92
4280 · Upcharge - Water	1,000.00	10,000.00	11,000.00	12,000.00
4290 · Upcharge - Sewer	1,000.00	10,000.00	11,000.00	12,000.00
4310 · Other Income-Water	0.00	0.00	45.87	50.04
4320 · Other Income-Sewer	0.00	0.00	45.87	50.04
4400 · Recycling (Recycling Bond Pmt/Receipt)	271.05	432.00		
7250 · Interest Income-Water	0.00	0.00	32.12	35.04
7260 · Interest Income - Sewer	6.87	72.38	32.12	35.04
Total Income	183,910.88	1,607,632.30	1,939,978.59	2,116,340.28
Gross Profit	183,910.88	1,607,632.30	1,939,978.59	2,116,340.28
Expense				
5100 · Attorney Fees - DW	0.00	8,260.00	2,291.63	2,499.96
5110 · Auditors - DW	0.00	8,250.00	6,691.63	7,299.96
5115 · DW Engineering Services	0.00	3,000.00	4,583.37	5,000.04
5140 · Bank Fees - DW	33.25	3,313.50	6,233.37	6,800.04
5150 · Bookkeeping & Secretarial- DW	720.62	4,188.37	5,500.00	6,000.00
5170 · Chemicals - DW	39,259.56	262,497.49	197,083.37	215,000.04
5180 · Computer Expense - DW	161.05	344.92	1,833.37	2,000.04
5190 · Copier - DW	535.74	666.70	165.00	180.00
5200 · Dues/Subs - DW	46.87	1,016.30	825.00	900.00
5220 · Equipment Replacement - DW	1,589.64	5,851.61	55,000.00	60,000.00
5230 · Fuel - DW	830.82	3,331.38	3,208.37	3,500.04
5240 · Gilmore/Bell Fees - DW	0.00	2,037.50	5,500.00	6,000.00
5250 · Insurance - DW	87.50	21,457.50	16,958.37	18,500.04
5260 · Kansas Gas Service - DW	103.67	2,105.28	2,750.00	3,000.00
5270 · Kansas One Call - DW	35.40	370.80	320.87	350.04
5300 · Land Pmt INT Plant Prop - DW	437.37	4,464.82	6,193.00	6,756.00
5330 · Office Suppl/Postage - DW	33.00	1,364.68	687.50	750.00
5340 · Permit Fees (KDHE) - DW	0.00	0.00	169.62	185.04
5360 · Phone - DW	353.07	3,453.94	4,125.00	4,500.00
5370 · Plant Supplies,Repair - DW	30,786.79	77,644.49	55,000.00	60,000.00
5420 · Repair Costs - DW	6,825.00	59,590.35	105,416.63	114,999.96
5440 · Salaries/Benefits - DW	26,242.42	179,116.40	198,152.13	216,165.96
5445 · Employee Appreciation-DW	59.00	155.24	275.00	300.00
5450 · Sludge Hauling - DW	3,833.28	38,332.80	34,833.37	38,000.04
5460 · SCADA Systems - DW	0.00	0.00	13,750.00	15,000.00
5500 · Testing - DW	185.00	2,367.60	2,475.00	2,700.00
5510 · Training - DW	0.00	1,233.50	1,375.00	1,500.00
5520 · Trash - DW	443.26	2,615.67	2,016.63	2,199.96
5530 · Uniforms - DW	286.75	834.48	550.00	600.00
5550 · Westar - DW	31,790.82	148,103.71	142,083.37	155,000.04
5620 · Contingency 5% - DW	0.00	0.00	8,788.01	9,586.92
5630 · Special Assessments-Water	0.00	0.00	2,750.00	3,000.00
6100 · Attorney Fees - WW	0.00	8,260.00	2,291.63	2,499.96
6110 · Auditors - WW	0.00	8,250.00	6,691.63	7,299.96
6115 · WW Engineering Services	0.00	0.00	146,666.63	159,999.96
6140 · Bank Fees - WW	19.70	3,286.95	6,233.37	6,800.04
6150 · Bookkeeping & Secretarial - WW	720.63	4,188.38	5,500.00	6,000.00
6170 · Chemicals - WW	9,163.44	59,526.06	64,166.63	69,999.96
6180 · Computer Expense - WW	161.06	344.96	4,583.37	5,000.04
6190 · Copier - WW	535.73	666.70	165.00	180.00
6200 · Dues/Subs - WW	625.67	1,595.11	1,375.00	1,500.00
6220 · Equipment Replacement - WW	47,762.63	50,679.06	82,500.00	90,000.00
6230 · Fuel - WW	830.84	7,458.53	3,208.37	3,500.04
6240 · Gilmore/Bell Fees - WW	0.00	2,037.50	7,333.37	8,000.04
6250 · Insurance - WW	87.50	21,457.50	16,958.37	18,500.04
6260 · Kansas Gas Service - WW	103.66	2,105.28	2,750.00	3,000.00
6270 · Kansas One Call - WW	35.40	370.80	320.87	350.04
6300 · Land Pmt INT Plant Prop - WW	437.38	4,464.83	6,193.00	6,756.00
6330 · Office Suppl/Postage - WW	33.00	1,370.26	687.50	750.00
6340 · Permit Fees (KDHE) - WW	0.00	555.00	412.50	450.00
6360 · Phone - WW	353.08	3,454.03	4,125.00	4,500.00
6370 · Plant Supplies,Repair - WW	22,039.91	126,468.34	75,166.63	81,999.96
6420 · Repair Costs - WW	1,141.45	23,238.51	66,000.00	72,000.00
6440 · Salaries/Benefits - WW	23,714.69	153,262.23	227,863.13	248,577.96
6445 · Employee Appreciation-WW	59.00	155.25	275.00	300.00
6450 · Sludge Hauling - WW	3,833.28	38,332.80	45,833.37	50,000.04
6460 · SCADA Systems - WW	0.00	0.00	9,166.63	9,999.96

**Chisholm Creek Utility Authority**  
**Profit & Loss Budget Performance**  
October through November 2023

	<u>Oct - Nov 23</u>	<u>Jan - Nov 23</u>	<u>YTD Budget Target</u>	<u>Annual Budget</u>
6500 · Testing - WW	2,943.00	22,492.85	18,333.37	20,000.04
6510 · Training - WW	80.00	1,088.50	1,833.37	2,000.04
6520 · Trash - WW	443.24	2,615.68	2,016.63	2,199.96
6530 · Uniforms - WW	286.72	834.46	550.00	600.00
6550 · Westar - WW	38,246.47	208,524.10	210,833.37	230,000.04
6620 · Contingency 5% - WW	0.00	0.00	10,200.41	11,127.72
6630 · Special Assessment-Waste	0.00	0.00	6.38	6.96
6800 · Payroll Expenses (Payroll expenses)	673.50	3,416.24		
6802 · Payroll Tax Expense	3,010.22	20,563.52		
6804 · KPERS-Employer Portion	3,521.84	21,811.34		
<b>Total Expense</b>	<u>305,542.92</u>	<u>1,648,843.80</u>	<u>1,917,825.14</u>	<u>2,092,172.88</u>
<b>Net Ordinary Income</b>	-121,632.04	-41,211.50	22,153.45	24,167.40
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4330 · Equipment Replacement-Water	5,000.00	50,000.00	55,000.00	60,000.00
4340 · Equipment Replacement-Waste	5,000.00	50,000.00	55,000.00	60,000.00
7041 · Bond Interest Income	1,827.59	54,457.52		
7115 · Bond Pmt Revenue-BA Wtr	48,044.22	386,665.51	532,118.62	580,493.04
7125 · Bond Pmt Revenue-BA Sewer	61,713.13	493,149.17	677,967.07	739,600.44
7135 · Bond Pmt Revenue-PC Wtr	32,928.63	331,041.41	364,972.63	398,151.96
7145 · Bond Pmt Revenue-PC Sewer	28,763.51	286,960.37	315,337.88	344,004.96
<b>Total Other Income</b>	<u>183,277.08</u>	<u>1,652,273.98</u>	<u>2,000,396.20</u>	<u>2,182,250.40</u>
<b>Other Expense</b>				
5020 · Interest Expense - DW	0.00	378,422.51	291,041.63	317,499.96
6020 · Interest Expense - WW	0.00	358,833.75	384,776.04	419,755.68
8501 · Payment to Escrow Account	10.00	100.00		
<b>Total Other Expense</b>	<u>10.00</u>	<u>737,356.26</u>	<u>675,817.67</u>	<u>737,255.64</u>
<b>Net Other Income</b>	<u>183,267.08</u>	<u>914,917.72</u>	<u>1,324,578.53</u>	<u>1,444,994.76</u>
<b>Net Income</b>	<u><u>61,635.04</u></u>	<u><u>873,706.22</u></u>	<u><u>1,346,731.98</u></u>	<u><u>1,469,162.16</u></u>



# Memo

**To:** CCUA Board of Commissioners  
**From:** Anthony Kientz  
**CC:**  
**Date:** 12/8/2023  
**Re:** Wilson Proposal

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I was instructed to ask Wilson & Company for an updated cost estimate with a minimum upgrade that would satisfy the permitted effluent limits, without increasing capacity. I met with Brian Spano and Doug Goetz to discuss the different options that would achieve this goal. We agreed on the following options for the minimal upgrades, and then Brian sent me this a few days later.

Option A: Upgrading the WWTP - no additional capacity and no redundancy for digestion and equalization:

1. General Site Civil Work (Partial)
2. Site Electrical / Controls (Partial)
3. Headworks Control Room Ventilation
4. Update SBR 1 & 2 Blower Systems and Controls
5. Add SBR 4 next to current SBR 3
6. Upgrade SBR 3
7. New UV Facility and associated piping/pumping

APPROXIMATE CURRENT BUDGET COST ESTIMATE \$7.4M

Option B: Upgrading the WWTP - no additional capacity but adding redundancy for digestion and equalization:

8. General Site Civil Work (Full)
9. Site Electrical / Controls (Full)
10. Headworks Control Room Ventilation
11. Add SBR 4 next to current SBR 3

12. Upgrade SBR 3
13. New UV Facility and associated piping/pumping
14. Influent Splitter Box
15. Add One New SBR to east side
16. Convert Current SBR 1 & 2 to Primary Digesters
17. Convert Current Primary Digester to EQ Basin

APPROXIMATE CURRENT BUDGET COST ESTIMATE \$13.6M

Please note that these options do not include the following upgrades that were in the original design:

18. Adding a cover to the Reuse Tank
19. Replacement of the Reuse Flow Meter
20. Adding the second SBR to the east side
21. Completing any improvements to the Secondary Digesters for dedicated Lime Sludge Thickeners
22. Any modifications to the Influent Pump Station

It is our recommendation to complete Option B. This option will increase the treatment to meet current BNR needs and adds the necessary redundancy to the digestion in the operation. As you are aware, if your digestion or EQ equipment goes down or is under maintenance, you will be sending the concentrated effluent out to the discharge which will most likely not meet BNR requirements. As such, we do not feel that the plant will be adequately improved to meet BNR without making these systems redundant as indicated in Option B. This Option B would also include construction of the necessary infrastructure and piping for future expansion work where Option A will not, including yard piping/controls that could be needed in the future.

# Memo

**To:** CCUA Board of Commissioners  
**From:** Anthony Kientz  
**CC:**  
**Date:** 12/8/2023  
**Re:** Cost of living adjustment

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After talking with Brandi about annual raises we decided to include a cost-of-living adjustment in the packet. I don't have comparisons of what other cities are paying their employees, or their wage scales. However, hiring has been extremely difficult for us, and our hourly rates are the #1 reason for the difficulty. A cost-of-living adjustment would give me more flexibility to hire candidates at higher wages, without making offers above what our current employees make.

Our starting wages seem to be right in line with other comparable treatment facilities, but many of those job postings will also stay up for months before hiring a good candidate. That is why I am recommending a 5% cost of living adjustment for hourly employees, on top of the annual performance-based raises. If this is approved, I will ensure the salaries and benefits budget targets are still met for 2024. As you can see from the chart below, we have plenty of room in the budget to make this happen. The budget projections for a 3, 4, and 5% increase are in the chart below. All projections are made without performance raises included.

<b>2024 Salaries and Benefits Budget</b>	<b>\$583,286</b>
Projection with NO COLA	\$544,813
Projection with 3% COLA	\$554,074
Projection with 4% COLA	\$557,141
Projection with 5% COLA	\$560,209

# Memo

**To:** CCUA Board of Commissioners  
**From:** Anthony Kientz  
**CC:**  
**Date:** 12/7/2023  
**Re:** Water Rights Conservation Program Applications

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Background: CCUA purchased one billion gallons per year of industrial water appropriations from Westar on the 18<sup>th</sup> of June 2002, for one million dollars. This was reduced to 665,540,000 gallons when it was converted to municipal use. There are three separate appropriations: File #SG23 is for 499,000,000 gallons at up to 972 gallons per minute; #1746 is for 631,000,000 gallons at up to 2000 GPM; and #23449 is for 237,528,000 gallons per year at up to 600 GPM. (The Division of Water Resources chose to leave the quantities the same on each file, but the total appropriation is limited to 665,540,000 gallons at 2970 GPM. #23449 did not give Westar any additional water but did allow them to drill their well #6.)

SG23 is the appropriation currently used for well CCUA1 (AKA: Ripley). The other two appropriations were enrolled in the Water Rights Conservation Program in 2003, 2008, 2013, and 2018 to avoid losing them to non-use. The WRCP allows us to contract with DWR not to use an appropriation for a five- or ten-year period. We have chosen five years, so that we can cancel the contract if we need to use the appropriation without exceeding the five-year non-use clause of the appropriations. Those contracts expire on December 31<sup>st</sup> of this year.

I feel it is prudent to apply for Water Rights Conservation Program contracts with DWR for another five years. There is now a \$300 fee for each application. I am requesting that you approve these applications for WRCP contracts and direct the Chairman to sign them before a Notary Public.

# Memo

**To:** CCUA Board of Commissioners  
**From:** Anthony Kientz  
**CC:**  
**Date:** 12/7/2023  
**Re:** Venue & Schedule of 2024 Board Meetings

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We have been alternating locations for our meetings between the two cities annually, and in 2024 we are scheduled to be in Bel Aire.

Our schedule for several years has been to meet on the fourth Thursday of each month at 4:30 PM, unless there is a conflict. The November meeting is normally held on the third Thursday to avoid Thanksgiving – that would make the meeting on November 21<sup>st</sup> in 2024. Christmas falls on a Wednesday in 2024, so our options for meeting dates are the 12<sup>th</sup> or the 19<sup>th</sup>.

If you wish to meet on a different schedule, we will need to make sure a venue is available. Meeting earlier in the month than the third Thursday presents a challenge in having the financial reports prepared by the bookkeeper.